

Local Member Interest	Nil
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## **STAFFORDSHIRE AND STOKE ON TRENT JOINT ARCHIVES COMMITTEE**

**23<sup>rd</sup> June 2020**

### **JOINT ARCHIVE SERVICE – 2019/20 FINAL OUTTURN and PREDICTED OUTTURN 2020/21**

#### **Recommendation(s)**

1. That this report informing the Joint Committee on the Final Net Revenue outturn for the Joint Archive Service for 2019/20 is received and noted.
2. That the report updated the Joint Committee of the current 2020/21 net revenue budget position.

#### **Joint report of the Director of Finance & Resources and the City Director of Resources - Assistant Chief Executive**

#### **Reasons for Recommendations**

3. The final net revenue outturn for Joint Archive Service is an overall overspend £0.175m at the end of the 2019/20 financial year.
4. The partnership continues to hold significant reserves totalling £0.370m. This includes:
  - The General Reserve currently holds a balance of £0.303m
  - The Archive Acquisition Reserve remains unchanged with a balance of £0.057m.
  - A specific reserve of £0.010m for Art Fund grant (Minton)

The 2019/20 overspend of £0.175m has this year been absorbed within the wider Council outturn positions and has not been charged to reserve balances, thus protecting the level of reserves now carried forward.

#### **Background**

##### **Final Net Revenue Outturn 2019/20**

5. The final net revenue outturn for the Joint Archives Service is set out in *Appendix 2*. The Joint Archive service's net spend was £0.809m compared to the approved budget of £0.634m to produce an overall overspend of £0.175m. This shortfall has been absorbed within the wider Council outturn positions and has not impacted on the level of reserves.

6. The overspend includes £0.190m on employee costs mainly a result of delayed delivery of savings through the planned reorganisation of the archives and heritage service. This was offset by additional income of £0.015m

## **Reserves**

7. The Joint Archive Service currently hold as at the end of 2019/20 three reserves totalling £0.370m and set out in *Appendix 3*. This is made up of:
  - The General Reserve currently has a balance of £0.303m
  - The Archive Acquisition Reserve, which enables the Joint Archive Service to purchase local collections for the benefit of archives users in both the City and the County, currently holds a balance of £0.057m which has remained unchanged for several years; and
  - The Art Fund Grant (Minton) of £0.010m

## **Predicted Net Revenue Outturn 2020/21**

8. The detail of the 2020/21 net revenue outturn for the Joint Archive Committee can be found as *Appendix 4* to this report.
9. To date, the Joint Archives net spend is currently £0.126m, nearly 20% of the current net revenue budget of £0.655m. Latest forecast is for an overall overspend of £0.129m this year as follows:
  - Core services; £0.074m overspend, largely a result of delayed delivery of savings through the planned reorganisation of the archives and heritage service
  - Staffordshire County Council sites and public services; £0.055m overspend, largely a result of delayed delivery of savings through the planned reorganisation of the archives and heritage service
  - Stoke-on-Trent sites and public services; a small underspend of £0.020m is currently anticipated and is assumed will be transferred to reserves at year end to provide, overall, for a £breakeven budget

If this overspend is realised at financial year end, the balance will be covered by Staffordshire County Council.

10. It is currently forecast that the remaining reserves at the end of 2020/21 available for use will be c £0.350m, around £0.020m less than the current balance. This assumes in 2020/21:
  - transfer into reserve of the Stoke-on-Trent underspend; £0.020m
  - Completion of air conditioning works at Stoke-on Trent; (£0.030m)
  - full use of the Art Fund Grant – Minton; (£0.010m)

**Equalities implications:**

No significant implications.

**Legal implications:**

For 2019/20, the Joint Archive Agreement budget will be subject to an annual Audit and return.

A review of the current Joint Agreement.

**Resource and Value for money implications:**

The Joint Agreement budget is monitored regularly throughout the year.

**Risk Implications:**

No significant implications.

**Climate Change Implications:**

No significant implications.

**Health Impact Assessment screening:**

No significant implications.

**Report author:**

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**List of Background Papers**

Joint and Other Archive Services 2019/20 & 2020/21 budget file.

## Joint Archives Service: Outturn 2019/20

## Appendix 2

	Core Services			Staffordshire County Council Sites and Public Services			Stoke-on-Trent City Council Sites and Public Services			Total for Service		
	Current Budget	Actual Outturn	Outturn Variance	Current Budget	Actual Outturn	Outturn Variance	Current Budget	Actual Outturn	Outturn Variance	Current Budget	Actual Outturn	Outturn Variance
	£	£	£	£	£	£	£	£	£	£	£	£
<b>Expenditure</b>												
Employees	280,980	369,972	88,992	211,580	308,739	97,159	124,700	127,997	3,297	617,260	806,708	189,448
Training	240	0	-240	0	0	0	900	0	-900	1,140	0	-1,140
Transport	820	1,272	452	100	734	634	300	24	-276	1,220	2,030	810
Supplies & Services	4,520	4,566	46	18,000	10,465	-7,535	19,200	27,697	8,497	41,720	42,728	1,008
<b>Total Expenditure</b>	<b>286,560</b>	<b>375,811</b>	<b>89,251</b>	<b>229,680</b>	<b>319,938</b>	<b>90,258</b>	<b>145,100</b>	<b>155,718</b>	<b>10,618</b>	<b>661,340</b>	<b>851,466</b>	<b>190,126</b>
<b>Income</b>												
Grants & Reimbursements	0	350	350	0	0	0	200	14,156	13,956	200	14,506	14,306
Sales	0	0	0	9,150	7,030	-2,120	400	304	-96	9,550	7,334	-2,216
Fees & Charges	0	0	0	9,160	12,084	2,924	1,900	3,491	1,591	11,060	15,575	4,515
Miscellaneous	3,220	2,100	-1,120	3,540	2,966	-574	0	0	0	6,760	5,066	-1,694
<b>Total Income</b>	<b>3,220</b>	<b>2,450</b>	<b>-770</b>	<b>21,850</b>	<b>22,080</b>	<b>230</b>	<b>2,500</b>	<b>17,951</b>	<b>15,451</b>	<b>27,570</b>	<b>42,481</b>	<b>14,911</b>
<b>Net Expenditure</b>	<b>283,340</b>	<b>373,361</b>	<b>90,021</b>	<b>207,830</b>	<b>297,857</b>	<b>90,027</b>	<b>142,600</b>	<b>137,767</b>	<b>-4,833</b>	<b>633,770</b>	<b>808,985</b>	<b>175,215</b>

Overspend **175,215**

## Joint Archives Service: Reserves

## Appendix 3

	Staffordshire County Council £	Stoke on Trent City Council £	Total £
<b><u>General Reserve</u></b>			
Balance brought forward 1 April 2019	271,524	25,942	297,466
<b>2019/2020 Transactions</b>			
New Burdens grant funding	1,364		1,364
Staffordshire History Centre - match funding	-4,000		-4,000
Correction of 2018/19 underspend		7,829	7,829
<b>Subtotal (balance as at 31 March 2020)</b>	<b>268,888</b>	<b>33,771</b>	<b>302,659</b>
<b>Future Transactions</b>			
Air Conditioning - approved in 2019/2020		-30,000	-30,000
Forecast Underspend in 2020/2021		20,400	20,400
<b>Balance Available (as at 31 March 2021)</b>	<b>268,888</b>	<b>24,171</b>	<b>293,059</b>
<b><u>Acquisition Reserve</u></b>			
Balance brought forward 1 April 2019	57,542	0	57,542
<b>2019/2020 Transactions</b>			
			0
<b>Subtotal (balance as at 31 March 2020)</b>	<b>57,542</b>	<b>0</b>	<b>57,542</b>
<b>Future Transactions</b>			
			0
<b>Balance Available (as at 31 March 2021)</b>	<b>57,542</b>	<b>0</b>	<b>57,542</b>
<b><u>Art Fund Grant - Minton</u></b>			
Balance brought forward 1 April 2019	0	10,301	10,301
<b>2019/2020 Transactions</b>			
			0
<b>Subtotal (balance as at 31 March 2020)</b>	<b>0</b>	<b>10,301</b>	<b>10,301</b>
<b>Future Transactions</b>			
Art Fund Grant - Minton Archive		-10,301	-10,301
<b>Balance Available (as at 31 March 2021)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Grand Total</b>			
<b>Balance at 31 March 2020</b>	<b>326,430</b>	<b>44,072</b>	<b>370,502</b>
<b>Forecast Balance at 31 March 2021</b>	<b>326,430</b>	<b>24,171</b>	<b>350,601</b>

**Notes:**

£30k approved spend for air conditioning at Stoke-on-Trent is delayed until 2020/2021

## Joint Archives Service: Forecast Outturn 2020/21

## Appendix 4

	Core Services			Staffordshire County Council Sites and Public Services			Stoke-on-Trent City Council Sites and Public Services			Total for Service		
	Current Budget	Actual Expenditure @ May-2020	Predicted Outturn	Current Budget	Actual Expenditure @ May-2020	Predicted Outturn	Current Budget	Actual Expenditure @ May-2020	Predicted Outturn	Current Budget	Actual Expenditure @ May-2020	Predicted Outturn
	£	£	£	£	£	£	£	£	£	£	£	£
<b>Expenditure</b>												
Employees	266,170	58,678	339,035	230,690	49,837	275,489	141,600	14,314	121,200	638,460	122,829	735,724
Training	240	0	240	0	0	0	900	0	900	1,140	0	1,140
Transport	820	84	820	100	0	100	300	0	300	1,220	84	1,220
Supplies & Services	4,520	519	4,520	18,150	276	18,150	19,200	2,250	19,200	41,870	3,045	41,870
Transfer to Reserve	0	0	0	0	0	0	0	0	20,400	0	0	20,400
<b>Total Expenditure</b>	<b>271,750</b>	<b>59,281</b>	<b>344,615</b>	<b>248,940</b>	<b>50,113</b>	<b>293,739</b>	<b>162,000</b>	<b>16,564</b>	<b>162,000</b>	<b>682,690</b>	<b>125,958</b>	<b>800,354</b>
<b>Income</b>												
Grants & Reimbursements	0	0	350	0	0	0	200	0	200	200	0	550
Sales	0	0	0	9,290	108	3,516	400	0	400	9,690	108	3,916
Fees & Charges	0	0	0	9,300	37	6,519	1,900	0	1,900	11,200	37	8,419
Miscellaneous	3,270	0	2,100	3,600	89	1,483	0	0	0	6,870	89	3,583
<b>Total Income</b>	<b>3,270</b>	<b>0</b>	<b>2,450</b>	<b>22,190</b>	<b>235</b>	<b>11,518</b>	<b>2,500</b>	<b>0</b>	<b>2,500</b>	<b>27,960</b>	<b>235</b>	<b>16,468</b>
<b>Net Expenditure</b>	<b>268,480</b>	<b>59,281</b>	<b>342,165</b>	<b>226,750</b>	<b>49,878</b>	<b>282,221</b>	<b>159,500</b>	<b>16,564</b>	<b>159,500</b>	<b>654,730</b>	<b>125,723</b>	<b>783,886</b>

Predicted Overspend **129,156**